

JOB LIST and REMINDERS for the INTELLIGENCE SECTION

- Develop working agreements with Incident Commanders or Planning Section Chief(s) on procedures, timeframes, information requirements/flow, etc. Arrange to obtain copies of Incident Action Plans, updated WFSAs, maps, etc. If possible, arrange for phone briefings twice a day on the incident situation.
- Maintain proactive coordination/communication with the other desk functions within the dispatch office/expanded/GACC. Develop a working relationship with dispatch centers/others on procedures and time frames for exchanging information. When delegated responsibility for preparing the Interagency Situation Report at the local level, arrange to obtain information on initial attack activity and I.A. resources committed/available.
- Arrange for submission of ICS-209s, review them for accuracy, and (if at the local level) clear with the Dispatch Supervisor before forwarding to the GACC and entering information in the Situation Report program. Do not place additional reporting requirements on Incident Teams - refer to the geographic area's Mob Guide for local Intelligence requirements and time frames.
- Monitor weather patterns, forecasts and NFDRS indices. Maintain liaison with the Fire Weather or Incident Meteorologist. Bring potentially significant weather situations to the attention of the Dispatch Supervisor/GACC Intelligence Coordinator.
- Determine significant issues, opportunities and concerns (IOCs) for each incident, including critical resource needs.
- Brief the Dispatch Supervisor and/or GACC Intelligence Coordinator on updated incident information, IOCs, critical resource needs, etc. as appropriate. Ensure that reporting requirements to MAC group/agency managers and GACC are met in a timely manner and according to instructions in the National and Geographic Area Mob Guides.
- Coordinate with the Dispatch Supervisor/GACC Intelligence Coordinator and agency/incident Information Officer(s) on exchanging information between the Intelligence and Fire Information functions and ensure that consistency of data is maintained. If at the local level, keep the GACC in the Public Affairs loop by forwarding news releases, etc. to them as received.
- Maintain status board/displays and Unit Log with appropriate information for each incident (maps, Incident Action Plans, WFSAs, ICS-209s, NICC, GACC, and local Situation Reports, weather forecasts, etc.) as required in local SOP.
- Prepare, retrieve or disseminate additional intelligence materials as requested by the Dispatch Supervisor/GACC Intelligence Coordinator. This may include Incident Priorities and summary reports on all incidents covering resources committed, acres burned, costs to date, accidents, etc.